

CITY OF LAKEVILLE
FINANCE COMMITTEE
January 22, 2025 Minutes

1. Vice Chair Hanson called the regular meeting to order at 5:02 p.m.

Members Present: Vice Chair Laird Hanson, Stephanie Hunter, Mark Rauzi, John Tuschner, Moises Del Real (alternate), Phil Raines, and Bruce Rydeen (virtual)

Members Absent: Chair Barry Fick, Sara Shaw Meyer (alternate)

Staff present: Finance Director Julie Stahl

Members of the Public: None

2. **Introductions** – none.

3. **Approval of Agenda**

No changes were recommended.

Motion by Hunter to approve agenda.

Second by Tuschner. Ayes: unanimous.

4. **Approval of November 13, 2024 Minutes**

No changes were recommended.

Motion by Hunter to approve the minutes as presented.

Second by Rauzi. Ayes: unanimous

5. **City Council Actions (Report) & Finance updates**

Financer Director Stahl provided an outlined summary of the City Council Nov 18th 2024 through Jan 6th 2025 meetings. She made note of the adoption of the Proposed (final) Budget and levy. Stahl noted that the council agreed with the recommendation from staff (with the Finance Committee’s support) of keeping the 2025 levy as adopted in September; committing the preliminary levy portion intended to cover 6 of the 2025 fulltime firefighters (approximately \$600K) to the General Fund balance in anticipation of the grant ending in 2028. Stahl also shared staffing updates in the finance department as well as how the ERP implementation is going. The department will be back to full staff with the hiring of the second Accounting Technician-AP/AR who starts on January 27th.

6. **Finance Topics**

- a) **2025A Bond sales** – Stahl verbally shared the preliminary structure of the 2025 bonds that will be shared with the council at the January 27th work session. Of the total \$23M bonds to be issued, \$5M is planned for the Street Reconstruction portion (10yrs) and \$18M for the 20-year CIP portion for the FiRST Responders Skills Training Center. The constructions bids for the FiRST center will be received on January 30th, so the bond structure could be altered to meet the bids. The 2025A bond set sale is February 18th and the sale is March 17th.

- b) **Franchise Fee – fund policy** – Finance Director Stahl researched and found that many of the comparative cities with franchise fees establish capital funds to track this revenue source and subsequent expenditures. The City of Edina has established Special Revenue funds for their franchise fees and the City of Minnetonka has both Capital and Special Revenue funds for theirs. The committee stressed the importance of not co-mingling the franchise fee revenues with any other projects outside of the FiRST center and fire station remodels/builds. Stahl noted that, by definition, a Special Revenue fund is “used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or

capital projects”. She will confer with municipal advisors and auditors to determine the most appropriate fund structure for these.

- c) **Policy Updates** - Finance Director Stahl shared via email (sent at noon on 1/22/25) suggested edits to the Fund Balance policy (within the Financial Policies section) of the Lakeville Policy Manual that was approved January 3, 2023. Due to lack of review time for the committee, this will be tabled for more discussion at the March meeting.
- 7. **Future Meeting Topics** – Fund Balance Policy Updates (and others). Finance Director Stahl has identified several updates to Finance Policies. The committee will discuss the scope, breadth, and extent of advisory committee input, followed by discussion of those policy updates that meet these thresholds of review.
- 8. **Other business** - none.
- 9. **Announcements** – Sara Shaw Meyer has indicated she will not be able to continue her role as an Alternate. The Committee would like to extend their gratitude for her contributions and service for the past two years and wish her well as she focuses on her family and new career.
- 10. **Next Meeting** – will be at City Hall on March 26, 2025 at 5pm in Marion Conference Room.
- 11. **Adjourn Motion**
 Motion by Raines to adjourn
 Second by Del Real. Ayes: unanimous.
 The meeting adjourned at 5:58 pm CDT.

Respectfully submitted,



Julie Stahl
Finance Director

Finance Committee Meeting Dates - 2025

January 22, 2025

March 26, 2025

May 28, 2025

July 23, 2025

September 24, 2025

November 19, 2025